

Instructions and Information for

Oregon Soil and Water Conservation Districts 2014 Director Elections

The Oregon Department of Agriculture (ODA) is the elections officer for the SWCD director elections. Elections for Soil and Water Conservation District (SWCD) directors occur every two years. The next General Election is scheduled for Tuesday, November 4, 2014. Please contact ODA if you have questions after reviewing this information.

Mailing Address:

Oregon Department of Agriculture Attn: Grants Administrative Officer

635 Capitol Street NE Salem, OR 97301

Contact Info:

Phone: 503 986-4775

Email: hrickenbach@oda.state.or.us

Web: http://oregon.gov/ODA

This packet includes:

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In compliance with the Americans with Disabilities Act, this publication will be made available in alternate formats upon request.

Section 1: Information for All SWCDs

Legal Notice

Each SWCD is required to publish a *Notice of Election for District Director* in the local newspaper no later than **July 28, 2014**. ODA cannot accept petitions from candidates in a district that has not published a *Notice for Nomination for District Director*.

If the district does not publish the legal notice by the July 28 deadline, all positions for the district will go on the November ballot as "no candidate listed" and no name will be placed on the ballot. As a result, candidates will be required to run a write-in campaign.

SWCDs are required to provide a copy of the published notice with the date published to ODA immediately after the notice appears in the paper.

This sample legal notice is available electronically at: http://oregon.gov/ODA/SWCD/services.shtml

Sample Legal Notice					
NOTICE OF ELECTION FOR DISTRICT DIRECTORS OF THESOIL AND WATER CONSERVATION DISTRICT					
Notice is hereby given that on November 4, 2014, an election will be held for the purpose of electing board director(s) to the following positions for the Soil and Water Conservation District:					
Positions: [List all positions that will be filled by election and term.] (Example: Zone 2, 4 years; Zone 3, 2 years; At-Large 1, 4 years; etc.)					
Zone boundaries, eligibility requirements, and copies of the required elections forms may be obtained at the SWCD Office located at (type office address and telephone #)					
Election forms and information may also be found at: http://oregon.gov/ODA/programs/NaturalResources/SWCD/Pages/Elections.aspx					
Each candidate must file a Declaration of Candidacy and a Petition for Nomination for Office with the Oregon Department of Agriculture. The filing deadline is 5:00 p.m. on August 26, 2014.					

Reminder: If the legal notice is not published on or before July 28, 2014, petitions cannot be accepted and no names will be listed on the ballot.

Election Process

Below is a general overview of the SWCD director election process. All forms needed by candidates for placing name on the ballot are available in Section 2 of the Candidate Packet and online at: http://oregon.gov/ODA/SWCD/services.shtml.

- Step 1. District publishes a legal notice (see page 3) in a community newspaper of general circulation in the district no later than July 28, 2014.
 - Note: Step 1 is the only step SWCD employees are required to complete, in addition to copying and distributing information, forms, and packets to candidates. See Section 2 for allowable activities and restrictions for public employees.
- Step 2. Candidate completes the *Declaration of Candidacy* form.
- Step 3. Candidate circulates a *Petition for Nomination Signature Sheet* and gathers no less than 10 signatures supporting the nomination.
- Step 4. Candidate submits the *Petition for Nomination Signature Sheet* to the local county elections official for signature verification. The county elections official will review the forms for circulator certification (if needed), and verify the original signatures.

Note: The county elections official returns the certified form to the candidate.

Step 5. Candidate files the original certified *Petition for Nomination Signature Sheet* and *Declaration of Candidacy* form with ODA. Candidates must file these forms between July 28, 2014, and 5:00 p.m. on August 26, 2014. Forms received before July 28, 2014, will be returned to the candidate.

FILING DEADLINE: The deadline to file the original certified forms with ODA is no later than 5:00 p.m. on August 26, 2014.

- Step 6. Candidates expecting to receive or expend more than \$750, but less than \$3,500, must file the required forms with the Oregon Secretary of State's office within three business days of receiving or spending money, but no later than when the completed petition is filed. Candidates should refer to the *Candidate "Quick Guide" on Campaign Finance Reporting in Oregon* included in the Candidate Packet for more instructions.
- Step 7. If no name appears on the ballot for a position, then individuals may file a *Declaration of Intent* and *Request for Write-In Votes to be Tallied* form with ODA to have write-in votes cast in their behalf tallied. Candidates must file these documents no later than 5:00 p.m. on October 21, 2014. Please see page 6 for instructions on the write-in process.
- Step 8. General Election: November 4, 2014
- Step 9. The county clerk provides ODA with the election abstract. ODA reviews the election results and notifies all SWCDs and successful candidates by mail.
- Step 10. The newly elected director takes the *Oath of Office* at a SWCD board meeting after January 1, 2015.

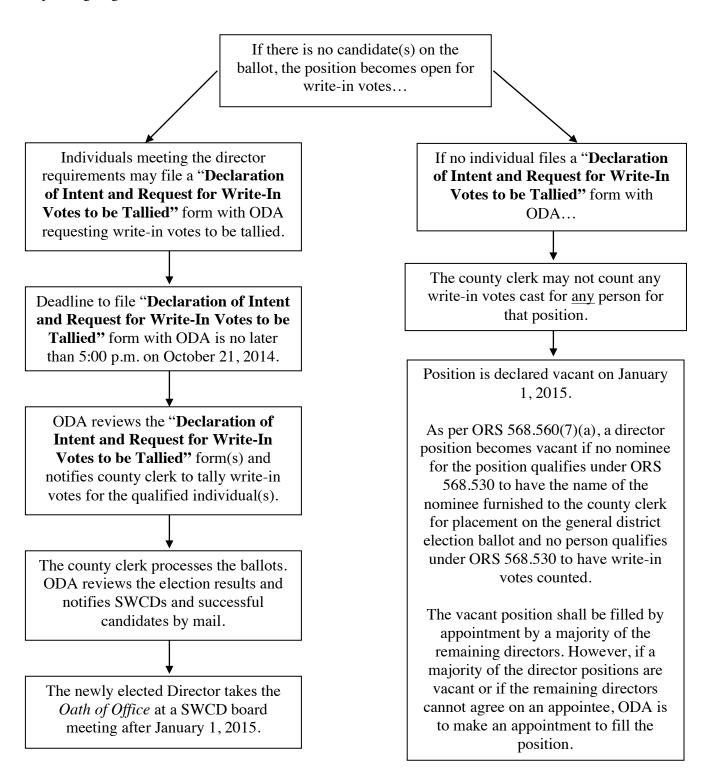
2014 Election Calendar for SWCD Director Elections

Date	Description of Event	Reference
July 28, 2014	Last day for districts to publish <i>Notice of Election for District Director</i> for director elections for the General Election. An original copy of the publication of the notice must be filed with ODA. First day for district candidate to file <i>Declaration of Candidacy</i> and <i>Petition for Nomination Signature Sheet</i> with ODA. Forms received before this date will be returned to the candidate.	ORS 568.520 OAR 603-071-0030 (30 days before final filing date)
Within 3 days of spending or receiving money, but no later then when completed petition is filed.	Candidates expecting to receive or expend more than \$750, but less than \$3,500, must file the required forms with the Oregon Secretary of State's office within three business days of receiving or spending money, but no later than when the completed petition is filed.	ORS 260.035 Candidate "Quick Guide" on Campaign Finance Reporting in Oregon
August 26, 2014	Last day for district candidate to file the <i>Declaration</i> of <i>Candidacy</i> and <i>Petition for Nomination Signature Sheet</i> forms with ODA no later than 5:00 p.m. Last day for district candidate to file the <i>Withdrawal</i> of <i>Candidacy</i> form for general election with ODA no later than 5:00 p.m.	ORS 568.520 ORS 255.235 OAR 603-071-0030 (70 days before election)
August 27, 2014	First day for district candidate to file the <i>Declaration</i> of <i>Intent and Request for Write-In Votes to be Tallied</i> form with ODA.	ORS 568.530
*September 4, 2014	Last day for ODA to file a statement of candidates to the county clerks for placement on the general election ballot.	ORS 568.530 OAR 603-071-0030 (61 days before election)
October 21, 2014	Last day for district candidate to file <i>Declaration of Intent and Request For Write-In Votes to be Tallied</i> form with ODA no later than 5:00 p.m.	ORS 568.530 (14 days before election)
November 4, 2014	Election Day	ORS 254.056
*November 24, 2014	Last day for county clerk to prepare and deliver election abstracts to ODA.	ORS 255.295
*December 4, 2014	Last day for ODA to certify election results to county clerk.	ORS 255.295
*Prior to January 1, 2015	ODA issues certificates of election to candidates having the most votes.	ORS 568.520 ORS 254.568
January 1, 2015	First day newly elected directors may take the <i>Oath</i> of <i>Office</i> .	Oregon Constitution Article XV, Section 3 ORS 254.568

^{*}Rows highlighted in grey are for informational purposes only. Candidates and SWCDs are not responsible for these items.

Write-in Process for SWCD Director Elections

The following chart is an overview of the process for candidates to run a write-in campaign. The form required for this process is available in Section 3 of this packet and electronically at: http://oregon.gov/ODA/SWCD/services.shtml.



Oregon Revised Statutes (ORS) Relating to SWCD Director Elections

The following Oregon Revised Statutes are included for your reference.

ORS 568.520 Petitions nominating directors; regular elections; duties of department.

- (1) A regular election shall be held in each soil and water conservation district on the first Tuesday following the first Monday of November in each even-numbered year for the purpose of electing directors to succeed the directors whose terms expire the following January. Nominating petitions of candidates for director to be voted for at a general district election shall be filed with the department no later than a date set by the State Department of Agriculture.
 - (2) The department may extend the time within which nominating petitions may be filed.
- (3) The department may not accept a nominating petition unless the petition is subscribed by 10 or more electors residing within the boundaries of the district.
- (4) Electors residing within the boundaries of the district may sign more than one nominating petition to nominate more than one candidate for director.
- (5) To the extent of any conflict between ORS chapter 255 and the provisions of ORS 568.530, 568.545 and 568.560 and this section, the provisions of ORS 568.530, 568.545 and 568.560 and this section control. Elections officers, as defined in ORS 255.005, are not responsible for delivering, preparing or publishing information concerning district elections.
- (6) The department shall timely distribute and collect the forms established by the Secretary of State for updating information on members of district boards, including, but not limited to, any forms for information concerning the district offices to be filled or for which candidates are to be nominated or elected, or for information concerning the candidates. The district shall timely prepare and publish notice of the date for filing nominating petitions and the date of the election in a newspaper of general circulation within the district no later than 30 days before the final filing date. The department shall retain the information forms and publication information for not less than four years after the election for which the forms and publication were completed. [Amended by 1973 c.656 §9; 1981 c.92 §27; 1983 c.83 §106b; 1983 c.238 §2; 2007 c.690 §1; 2009 c.220 §23]

ORS 568.530 Ballots; write-in votes; unfilled positions.

- (1) The State Department of Agriculture shall furnish the names of all nominees for director on behalf of whom nominating petitions have been filed to the county clerk of the respective counties lying within the district not less than the 61st day before the date of the general election. Ballots shall be printed, voted, counted and canvassed in conformity with the provisions of general law relating to elections, except as otherwise provided by subsections (2) to (4) of this section or ORS 568.210 to 568.808 and 568.900 to 568.933.
- (2) If no nominee for a position qualifies under subsection (1) of this section to have the name of the nominee furnished to the county clerk for placement on the ballot, the position becomes open for write-in votes on the ballot. An elector who meets the qualifications to become a director of the district in a position for which no candidate qualifies under subsection (1) of this section may file with the department a declaration of intent and request for write-in votes to be tallied. The person must file the declaration and request no later than 14 days before the date of the election. The declaration and request must certify that the person is legally qualified to assume the duties of director and desires the position.
- (3) Upon receipt of a declaration and request filed under subsection (2) of this section, the department shall take actions the department deems necessary to determine whether the person filing the declaration and request is an elector who meets the qualifications to become a director of the district. If the department determines that the person is an elector who meets the qualifications, the department shall notify the county clerk to count the write-in votes for the person.
- (4) If no nominee for a position qualifies under subsection (1) of this section to have the name of the nominee furnished to the county clerk for placement on the ballot and no person filing a declaration and request for the position qualifies under subsection (3) of this section to have the county clerk count the write-in votes for that person, the county clerk may not count any write-in votes cast for any person for the position. If no nominee for a position qualifies under subsection (1) of this section to have the name of the nominee furnished to the county clerk for placement on the ballot and no person filing a declaration and request for the position qualifies

under subsection (3) of this section to have the county clerk count write-in votes for the person, the local governing body of the district shall appoint a person to each position that was not filled at the election. [Amended by 1973 c.656 §10; 1981 c.92 §28; 1993 c.493 §86; 2007 c.690 §2; 2009 c.220 §24]

ORS 568.542 Payment of expenses for director election from county funds.

The expenses incurred for the election of directors of a soil and water conservation district under ORS 568.210 to 568.808 and 568.900 to 568.933 shall be paid out of county funds by the county or counties within which the territory of the district lies. [1995 c.243 §2]

ORS 568.560 Number of directors; director qualifications; officers; election; terms; vacancies.

- (1) The local governing body of the soil and water conservation district shall consist of a board of either five or seven directors elected or appointed as provided by law. To ensure proper representation of all the people in the district and to facilitate district functions, the State Department of Agriculture shall provide for the zoning of each district, and shall provide each time directors are elected or appointed for the proper and equitable representation for each zone.
- (2) Two director positions shall be at-large positions. At-large directors must reside within the district and be registered voters.
- (3) Zone directors must own or manage 10 or more acres of land in the district, be involved in the active management of the property, reside within the boundaries of the district and be registered voters. Zone directors may either reside within the zone that is represented or own or manage 10 or more acres within the zone that is represented and be involved in the active management of the property. An individual may also serve as a zone director when the individual, in lieu of the other requirements specified in this subsection, resides within the zone that is represented and indicates an interest in natural resource conservation as demonstrated by serving at least one year as a director or associate director of a district and having a conservation plan that is approved by the district. Candidates nominated for director from a specific zone shall be voted on by all electors within the district.
- (4) The directors shall designate a chairperson, secretary and other officers as necessary and may, from time to time, change such designation.
 - (5) The term of office of each director shall be four years, except that:
 - (a) Of the directors first appointed under ORS 568.400, two shall serve until January first following the first general election following their appointment, and three shall serve until January first following the second general election following their appointment, as determined by the department, and thereafter, their successors shall be elected as provided by law for other elected directors.
- (b) Of the directors first elected as provided in ORS 568.545 (1), three shall serve until January first following the first general election and four shall serve until January first following the second general election after the date of their election, as determined by them by lot at the meeting referred to in ORS 568.545 (1).
- (c) Of the directors first elected as provided in ORS 568.565 (1), three shall serve until January first following the first general election and two shall serve until January first following the second general election after the date of their election, as determined by them by lot at the meeting referred to in ORS 568.565 (1).
- (d) Of the zone directors elected as provided under ORS 568.565 (2), three shall serve until January first following the first general election and two shall serve until January first following the second general election after the date of their election, as determined by lot at the meeting referred to in ORS 568.565 (2).
- (6) A director shall hold office until a successor has been elected or appointed, has qualified and has taken the oath of office or until the office becomes vacant under subsection (7) of this section. Any vacancy occurring in the office of director shall be filled as provided by subsection (8) of this section.
 - (7) A director position becomes vacant under the following circumstances:
- (a) The department, upon the written recommendation of a majority of the members of the local governing body of a district, may declare vacant the position of a director who is absent from three consecutive meetings of the local governing body of the district. A position becomes vacant under this subsection upon the issuance of the declaration by the department.
- (b) No nominee for the position qualifies under ORS 568.530 to have the name of the nominee furnished to the county clerk for placement on the general district election ballot and no person qualifies under ORS 568.530 to have write-in votes counted. A position becomes vacant under this paragraph on January 1.

- (c) The department determines that a candidate receiving the most votes at an election does not qualify under this section to hold the position. A position becomes vacant under this paragraph on January 1 next following the election at which the unqualified candidate was elected unless an appointee to the position has been selected under subsection (8) of this section.
- (d) A director serving in a position no longer qualifies under this section to hold the position. A position becomes vacant under this paragraph upon the department's declaration that the person no longer qualifies for the position.
- (e) A director resigns from a position. A position becomes vacant under this paragraph upon the department's receiving notice of the resignation.
- (f) A candidate who received the most votes at an election, or an appointee, refuses to take the oath of office as a director.
- (8) A director position that becomes vacant before the scheduled expiration of a term shall be filled by appointment by a majority of the remaining directors. However, if a majority of the director positions are vacant or if the remaining directors cannot agree on an appointee, the department shall make an appointment to fill the position.
- (9) An appointment under subsection (8) of this section shall end on January 1 next following the first general district election held after the appointment. If the appointment ends under this subsection before the January 1 that would normally complete the four-year term of office for the position, the position shall be placed on the ballot at the next general election as provided under ORS 568.530 to fill the position for the remainder of the four-year term. [Amended by 1955 c.142 §17; 1957 c.603 §5; 1961 c.641 §2; 1965 c.75 §1; 1969 c.393 §2; 1969 c.669 §§16, 19; 1973 c.656 §14; 1981 c.92 §32; 1993 c.166 §2; 2007 c.690 §5; 2009 c.220 §28]

ORS 249.031 Contents of petition or declaration.

- (1) Except as provided in subsection (2) of this section, a nominating petition or declaration of candidacy shall contain:
- (a) The name by which the candidate is commonly known. A candidate may use a nickname in parentheses in connection with the candidate's full name.
 - (b) Address information as required by the Secretary of State by rule.
 - (c) The office and department or position number, if any, for which the candidate seeks nomination.
- (d) If the candidate is seeking the nomination of a major political party, the name of the major political party of which the candidate will have been a member, subject to the exceptions stated in ORS 249.046, during at least 180 days before the deadline for filing a nominating petition or declaration of candidacy.
- (e) A statement that the candidate is willing to accept the nomination or election or, regarding a candidate for precinct committeeperson, that the candidate accepts the office if elected.
 - (f) A statement that the candidate will qualify if elected.
- (g) If the candidate is seeking the nomination of a major political party, a statement that the candidate, if not nominated, will not accept the nomination or endorsement of any political party other than the one of which the candidate is a member on the date the petition or declaration is filed.
 - (h) The signature of the candidate.
- (i) A statement of the candidate's occupation, educational and occupational background and prior governmental experience.
- (2) Subsection (1)(i) of this section does not apply to a candidate for election as a precinct committeeperson.
- (3) A declaration of candidacy shall include a statement that the required fee is included with the declaration.
- (4) If required by the national rules of the major political party, the declaration of a candidate for election as a precinct committeeperson shall include the name of the individual the candidate supports for President of the United States or "uncommitted" or "no preference." [1957 c.608 §68; 1961 c.336 §1; 1961 c.667 §5; 1969 c.245 §1; 1975 c.779 §18; 1979 c.190 §104; 1981 c.173 §20; 1983 c.7 §1; 1983 c.567 §5; 1989 c.1054 §14; 1991 c.87 §3; 1991 c.719 §5; 1995 c.607 §15; 2009 c.11 §21]

Section 2: Secretary of State Publications

- ORS 260.432 Quick Reference Restrictions on Public Campaigning by Public Employees

 The "Quick Reference" lists the prohibited and allowed activities by public employees. ODA strongly advises districts provide a copy of this publication to all district directors and employees.
- Restrictions on Political Campaigning by Public Employees ORS 260.432 This separate document further describes the restrictions.



ORS 260.432 Quick Reference— Restrictions on Political Campaigning for Public Employees rev 12/13

Generally, ORS 260.432 states that a public employee* may not, while on the job during working hours, promote or oppose election petitions, candidates, political committee or ballot measures. Additionally, no person (including elected officials) may require a public employee (at any time) to

 st A "public employee" includes public officials who are not elected, whether they are paid or unpaid (including appointed boards and commissions).

As used in this Quick Reference

We use the phrase "advocate(s) a political position" to mean—

promote or oppose an initiative, referendum or recall petition, candidate, political committee or ballot measure.

The term "impartial" means equitable, fair, unbiased and dispassionate.

See the Secretary of State's detailed manual on ORS 260.432 for specific factors to assist in ensuring impartiality in communications about ballot measures. It is posted on the website under Election Laws, Rules and Publications, Manuals and Tutorials.

For more detailed information about ORS 260.432 and information about other election laws, contact:

Elections Division phone 503-986-1518 Secretary of State fax 503-373-7414 255 Capitol St NE, Suite tty 503-986-1521

Salem, OR 97310 www. oregonvotes.gov web

Prohibited Activities

A public employee, while on the job during work hours may not:

- prepare or distribute written material, post website information, transmit emails or make a presentation that advocates a political position
- → collect funds, prepare filing forms or correspondence on behalf of candidates or political committees
- produce or distribute a news release or letter announcing an elected official's candidacy for re-election (except for an elections official doing so as an official duty) or presenting an elected official's political position
- → make outgoing calls to schedule or organize campaign events or other political activity on behalf of an elected official or political committee (however, a scheduler may, as part of official duties, take incoming calls about the official's availability and add an event to the schedule)
- grant unequal access to public facilities to candidates or political committees
- direct other public employees to participate in political activities, when in the role of a supervisor
- draft, type, format or edit a governing body's resolution that advocates a political position (except to conform the resolution to a standard format)
- prepare or give recommendations to the governing body urging which way to vote on such a resolution
- sign such a resolution, except if the signature is only ministerial and clearly included to attest the board took the vote
- announce the governing body's position on such a resolution to the media
- include the governing body's position or vote on such a resolution in a jurisdiction's newsletter or other publication

A public employee who provides voter registration assistance under the federal National Voter Registration Act (NVRA) must not, when performing voter registration services, influence a client's political choices. This means no display of political preferences, including a restriction that no political buttons may be worn. ORS 247.208(3)

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Allowable Activities

A public employee, while on the job during working hours may:

- → prepare and distribute impartial written material or make an impartial presentation that discusses election subjects (using the guidelines provided in the Secretary of State's detailed manual on ORS 260.432.)
 - The Secretary of State's Elections Division is also available for an advisory review of draft material about ballot measures produced by government agencies.
- → perform standard job duties, such as taking minutes at a public meeting, maintaining public records, opening mail, inserting a proposed resolution into a board agenda packet, etc.
- → impartially advise employees about possible effects of a measure, but not threaten them with financial loss to vote a particular way
- address election-related issues while on the job, in a factual and impartial manner, if such activity is legitimately within scope of employee's normal duties
- → as staff of an elected official, handle incoming calls about the official's availability for political events
- → prepare neutral, factual information for a governing body to use in determining what position to take on an issue (planning stage of a governing body's proposed issue before certified as a measure to a ballot is not subject to ORS 260.432)
- → in a clerical manner, incorporate amendments into a finalized version of a governing body's resolution on an issue respond to public records request for information, even if the material advocates a political position
- → wear political buttons subject to applicable employer policies unless the public employee is providing voter registration services under NVRA, where additional restrictions apply see note on previous page about ORS 247.208(3)
 A public employee, on their own, off duty time, may send letters to the editor that advocate a political position and may participate in any other lawful political activity.

It is advised that a salaried public employee keep records when appropriate in order to verify any such political activity that occurs while off duty.

Prohibited and Allowable Activities for Elected Officials*

*includes a person appointed to fill a vacancy in an elective public office

Elected officials may:

- → advocate a political position at any time. Elected officials are not considered a"public employee" for purposes of ORS 260.432. ORS 260.432(4)(a).
- → vote with the other elected officials of a governing body (such as a school board, city council or county commission) to support or oppose a measure, and publicly discuss such a vote—but must not use the public employee staff time to assist in this, except for ministerial functions
- → perform campaign activity at any time, however must take caution not to involve any public employee's work time to do so

Elected officials may not:

- → in the role of a supervisor, request a public employee—whether the public employee is on or off duty—to perform any political activity

 A request made by a person in a position of supervisor or superior is viewed as a command for purposes of this election law.
- → have an opinion piece or letter advocating a political position published in a jurisdiction's newsletter or other publication produced or distributed by public employees

Section 3: Declaration of Intent and Request for Write-In Votes to be Tallied Form

Declaration of Intent and Request for Write-In Votes to be Tallied for District Director

Oregon Soil and Water Conservation District

Please type or legibly print in black or blue ink.

Note: This information is a matter of public record and may be published or reproduced. All fields must be completed. Do not leave any blanks.

Name of Candidate (may incl	ude nickname in parentheses)	Name as it is to Appear o	n Ballot			
Residence Address (Street/Route, City, State, Zip Code)		Mailing Address (If different from residence)				
Telephone (Home)	Telephone (Work)	Fax	Email (optional)			
To the Oregon Depart Districts:	ment of Agriculture, as	filing officer for Soil a	nd Water Conservation			
I hereby certify that I meet the following requirements as stated in Oregon Revised Statutes 568.560(1) for director of the Soil and Water Conservation District for the following position: (check one and write position number)						
At-Large No (enter 1 or 2) At-Large directors must reside within the district and be registered voters.						
Zone No (enter 1, 2, 3, 4, or 5) Zone directors must own or manage 10 or more acres of land in the district, be involved in the active management of the property, reside within the boundaries of the district and be a registered voter. Zone directors may either reside within the zone that is represented or own or manage 10 or more acres within the zone that is represented and be involved in the active management of the property and be a registered voter.						
Zone No (enter 1, 2, 3, 4, or 5) An individual may also serve as a zone director when the individual, in lieu of the other the requirements specified in this section, resides within the zone that is represented and indicates an interest in natural resource conservation as demonstrated by serving at least one year as a director or associate director of a district and having a conservation plan that is approved by the district, and be a registered voter.						
Note: Continued or	Reverse Side					

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Occupation (present employment—paid or unpaid)						
Occupational Background (previous employment—paid or unpaid)						
Educational Background (schools att	ended, use attachment	if necessary)				
Complete Name of School	Last Grade Completed	Diploma/Degre	ee/Certificate	Course of Study (optional)		
Prior Governmental Experience (elected or appointed) By signing this document, I hereby state that: • I will qualify for said office if elected; and						
 I desire to serve as district director; and All information provided by me on this form, including my occupation, educational and occupational background, and prior governmental experience, is true to the best of my knowledge; and I request the County Clerk to count the write-in votes cast on my behalf. 						
Candidate's Signature:						
Date:						
WARNING: Supplying false information on this form may result in the conviction of a felony with a fine of up to \$125,000 and/or prison for up to five years (ORS 260.715). No person may be a candidate for more than one position on the same board to be filled at the same election (ORS 249.013).						
Return this Form to:			Fil	ing Deadline:		
Oregon Department of Agriculture Attn: Grants Administrative Officer 635 Capitol Street NE Salem, OR 97301				tober 21, 2014		